

Division Combat Camera and Printing



Rapid Reaction Force
Standard Operating Procedures
(CCP RRF SOP)

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UNITED STATES MARINE CORPS
1ST MARINE DIVISION (REIN), FMF
CAMP PENDLETON, CALIFORNIA 92055-5380

2 November 01

FOREWARD

1. PURPOSE

This SOP provides guidance for efficient and effective Combat Camera and Printing support to the Rapid Reaction Force (RRF) per the Division's requirement for Military Support to Civilian Authorities.

2. SCOPE

This SOP has been prepared for internal and Official Use Only (FOUO) and should be treated as such. It reflects the training and operational readiness requirements for RRF support.

3. CERTIFICATION

Reviewed and approved this date.

J.A. SANDERS

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1. General. This SOP outlines how Combat Camera and Printing supports the Rapid Reaction Force (RRF).

a. Overview. The RRF is a requirement under Military Support to Civilian Authorities whereby the Division supplies a task-organized force per directives. The RRF mission is defined at the time of request by Civilian Authorities.

b. Mission. The COMCAM team shall provide the RRF Commander direct imagery support during training and actual operations.

2. Operations. Division Combat Camera and Printing shall support the RRF Commander per appendix (a) and as follows:

a. Training Support. Combat Camera and Printing is an important asset for RRF training packages where as it can provide commanders at all levels a tool to refine, validate and prepare Marines for actual operations. Combat Camera and Printing shall support training requirements throughout the RRF period. This includes but is not limited to:

(1) Unit readiness training, i.e. Rules of Force, Non-lethal, NBC, PAO scenarios, etc...

(2) Printing support, i.e. Handbooks, maps, checklists etc...

b. Combat Camera Operations. A Combat Camera Team will engage in still and video functions at the planning stage of the operation and document as soon as the organization prepares for deployment. Division COMCAM will provide one COMCAM Team (One Combat Photographer and one Combat Videographer) to the RRF Battalion. Combat Camera support includes, but is not limited to:

(1) Reconnaissance imagery

(2) Situational Awareness imagery

(3) Intelligence imagery

(4) Historical documentation

(5) Damage assessment imagery

(6) Public Affairs/Civil Affairs support

c. Imagery Management. All imagery captured during RRF training and operations shall be classified as "For Official Use Only (FOUO)" until it is cleared for public release by the Commander or PAO.

(1) Training. During normal training operations, imagery will be cleared per normal CCP Imagery Management SOP.

(2) RRF Operations. Do not release imagery to the public during actual operations unless directed by the Commander or PAO. Only copies of your original imagery shall be released if authorized to do so.

(3) Higher Headquarters. All imagery, whether cleared or not, should be forwarded to the Combat Camera and Printing unit at the earliest possible moment. Imagery should be sent in the following manner:

(a) Electronic transfer (e-mail, FTP, etc.) should be used first. If this is not available then...

(b) Military transport with prior notification to the OIC/SNCOIC. Do not forward original imagery unless directed to do so by the OIC or SNCOIC. Copies on disc or prime cuts should be sent instead.

(4) Joint Combat Camera Center (JCCC). If electronic transfer is available or INMARSAT, then normal JCCC support should be performed. The JCCC wants both "cleared" and "not cleared" imagery, so ensure it is correctly identified for their use.

3. Administration and Logistics

a. Personnel. The COMCAM Team shall be attached to the RRF Battalion for its period of duty. The team is usually assigned to H&S Company and will be employed per the Commander's guidance.

b. Uniform/Deuce Gear

(1) Uniform is camouflaged utilities.

(2) Each RRF Battalion will produce a standardized gear list. The COMCAM Team will adhere to the Battalion requirements and will ensure compliance per inspections, etc.

c. Equipment. The COMCAM Team shall utilize their standard camera kit for imagery acquisition. Appendix (b) contains a RRF support package for the team's imagery management, communications, and operational support during actual RRF operations.

d. Supplies/Materials. Appendix (b) contains a RRF support package that provides the team items for RRF missions.

e. Vehicles. The COMCAM HMMWV's shall only be used to support training and actual RRF operations in the local Areas of Operation (AO). The local AO support shall be determined by the OIC/SNOIC in conjunction with the RRF Commander and Division AC/S G-3.

f. Weapons. The COMCAM team shall have weapons staged at the RRF Battalion's armory during the assigned period. This shall be done via a letter of transmittal. Appendix (c) should be used as an example. The COMCAM Ops Chief or SNCOIC will facilitate this requirement.

4. Command and Signal.

a. Organization. The COMCAM Team is attached to the RRF Battalion for the designated period of time per directives. The team will be on a specified recall time, which will be designated by the Battalion Commander.

(1) Non-Operational Support. The COMCAM Team will be administratively attached to the Battalion and will perform all recall and training requirements (as per SNCOIC guidance based on team experience and previous RRF participation). When not involved in RRF training/operations, the team will perform normal duties at the CCP. All equipment and gear, minus weapons, will be staged at CCP in the Ops room.

(2) Operational Support. During actual operations, the team shall be administratively and operationally controlled by the RRF. The CCP unit will be designated as higher headquarters and will provide guidance to the team. The team shall support the CCP with imagery per this SOP and the CCP SOP.

b. Billet Responsibilities

(1) COMCAM Team. Perform COMCAM support per this SOP.

(2) COMCAM Ops Chief. Ensure COMCAM Teams are assigned RRF duty per directives. Annotate these assignments on the CCP TEEP. Ensure the teams meet all administrative and operational requirements from the Battalion. Furthermore, ensure the Battalion receives all administrative data from this unit, i.e. cell phone numbers, blood rosters, etc...

(3) SNCOIC. Make liaison with the Battalion at the beginning of their assignment to the RRF. Ensure all initial briefings are completed to educate the Battalion on the COMCAM Concept of Operations per RRF.

(4) Supply NCO. The Supply NCO shall perform the following duties:

(a) Inventory RRF COMCAM support package (Appendix (b)) when the RRF teams turnover.

(b) Ensure appropriate levels of supplies and materials are packed per the RRF support package.

(c) Receipt on ECR cards all gear to RRF Team.

c. Communications. The COMCAM Team will be issued a cell phone and two-way radios (see appendix (b)) for communication capability. These should only be used for RRF operations. The RRF Battalion may issue operational communication restrictions. These shall be followed and will be coordinated by the Ops Chief or SNCOIC at the beginning of RRF assignment.

UNCLASSIFIED

Copy no. __ of __ copies
(RRF Battalion)
Camp Pendleton, CA
(Date/time group)
(Operation number)

APPENDIX 9 (COMBAT CAMERA) TO ANNEX C (OPERATIONS) FOR RRF

Ref: (a) DivO 3104.1, Division Combat Camera Support

1. Situation. This annex provides guidance on the implementation of Division Combat Camera & Printing in support of RRF. Division Combat Camera and Printing includes photographic, video and reproduction support. Per the reference, this unit shall provide one 2-man Combat Camera (COMCAM) team (1-Photographer/1-Videographer) as direct support asset to the Battalion during RRF training and operations. The Printing section shall provide general support for reproduction requirements.

2. Mission. The COMCAM team shall provide the RRF Battalion Commander direct imagery support during training and actual operations.

3. Execution

a. Concept of Operations.

(1) General. Division Combat Camera and Printing shall support the RRF Commander with a COMCAM Team that will engage in still and video functions at the planning stage of the operation and document as soon as the organization prepares for deployment. Combat reproduction will provide pre-deployment/deployment information, embarkation orders, letters of instruction, rules of force pamphlets and any printed material critical to meeting the commander's intent.

(2) COMCAM. COMCAM is a digital video and photographic asset for use during actual RRF operations. Furthermore, it is an important asset for RRF training packages where as it can provide commanders at all levels a tool to refine, validate and prepare Marines for actual operations. Combat Camera support includes, but is not limited to:

(a) Training Documentation (Game tapes, images for briefs, etc...)

- (b) Reconnaissance Imagery
- (c) Situational Awareness imagery
- (d) Intelligence imagery
- (e) Historical documentation
- (f) Damage assessment imagery
- (g) Public Affairs/Civil Affairs support

(3) Printing. The Printing section can provide the commander numerous reproduction capabilities to include Rules of Force cards, maps, checklists, etc. This is usually done in the preparation stage of RRF operations, but is available via Division G-3 at anytime.

b. Tasks

(1) RRF Commander. Provide the COMCAM team access to the area of operation.

(2) COMCAM Team. The priority of support goes to the on-scene Commander, but as per the references, other agencies mandate imagery support. Specific guidance is as follows:

(a) Higher Headquarters. The COMCAM Team will provide imagery to the Division via e-mail, FTP, etc.

(b) Department of Defense. Per references (a) and (b) and if able, the COMCAM Team will provide imagery transmissions to the Joint Combat Camera Center.

(3) Public Affairs. In coordination with the RRF Commander, provide public release on COMCAM imagery as required.

(a) External. Any imagery requested by external news agencies must be directed through the PAO. The COMCAM Team will not release imagery without this approval.

(b) Internal. Per references (b) and (d), the on-scene Commander has internal releasing authority for all COCAM imagery. The Commander should rely upon the COMCAM Team to advise him/her of the importance and worthiness of imagery for transmission and release.

4. Administration and Logistics.

a. Administration. The COMCAM Team will attach to the Battalions S-3 for operational control.

b. Logistics

(1) Units supported will be responsible for transportation, and subsistence of attached COMCAM Teams.

(2) Combat Camera personnel will be responsible for all consumable requirements, equipment and individual gear.

(3) The Division COMCAM Officer or Senior Non-Commissioned Officer will be responsible for resupply of attached Combat Camera Teams via liaison with the RRF Battalion S-3 and AC/S G-3.

5. Command and Signal

a. Command. Operational Control of the COMCAM Team falls to the RRF Commander.

b. Signal. The team has Commercial Off the Shelf Motorola two-way radios and a cell phone. The team shall use these for communications and digital transmission of non-secure imagery.

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COMCAM Team Equipment Fly Away package

<u>Item#:</u>	<u>Item Description</u>	<u>Qty</u>
1	Laptop Computer w/ accessories:	1
2	A/C adapter	1
3	CDRW drive	1
4	Extra battery	1
5	3.5 floppy drive w/ cable	1
6	USB Zip 250 drive	1
7	Firewire cable 4-pin to 6-pin	1
8	Software package: <ul style="list-style-type: none">• Adobe Collection• Sony Support Software• FTP• ZIP software	1
9	USB cable	1
10	Telephone cable for modem use	1
11	Motorola 2-way radio	2
12	Cell Phone	1
13	Double AA Batteries (1 box)	24
14	CDR disks w/ cases	50
15	Zip 250 disks	5
16	3.5 floppy disks (1 box)	10
17	Sharpie pens	5
18	Note pads	3
19	Ball point pens	5
20	Plastic bags (small waste basket size)	5
21	Night Vision Kit (contains video & still components)	1

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UNITED STATES MARINE CORPS

COMBAT CAMERA AND PRINTING UNIT
HEADQUARTERS BATTALION
1ST MARINE DIVISION (REIN), FMF
CAMP PENDLETON, CA 92055-55381

IN REPLY REFER TO

1000
G3 CC/P
16 Oct 01

From: Officer in Charge, Combat Camera and Printing
To: Commanding Officer, H&S Co

Subj: WEAPON TRANSMITTAL

1. Combat Camera and Printing Marines are currently attached to 2nd Battalion 4th Marines, 5th Marine Regiment in support of current ops.

2. The following weapons and Ka-Bars need to be transferred to 2/4 until 011201.

Name	SSN	Pistol No.	Rack No.
Schrubb, DE	XXX-XX-XXXX	1057063	43
Torres, RT	XXX-XX-XXXX	1130808	248
Harvey, BT	XXX-XX-XXXX	1122554	98
Chumley, KC	XXX-XX-XXXX	6055069	46
Morales, R	XXX-XX-XXXX	1122537	81
Molumby, LP	XXX-XX-XXXX	1122556	44

3. The following weapons and Ka-Bars need to be transferred to A Co., 1/5 until 011201.

Name	SSN	Pistol No.	Rack No.
Hawkins, CR	XXX-XX-XXXX	1033485	14
Wickliffe, B	XXX-XX-XXXX	1128905	201

4. CW03 Sanders or MSgt Roberts are the point of contact at 725-5110.

J. A. Sanders

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